

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SIP-3551**

**SUBJECT:** Meeting Scheduled Classes

**REFERENCE:** SCP-1435, *Inclement Weather and Emergency Situations*

**ORIGINATION:** January 1, 1985

**EFFECTIVE:** April 28, 2025

**REVIEWED:** April 11, 2025

**SECTION 1. PURPOSE**

- 1.1 To establish institutional procedures on meeting scheduled classes.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This procedure applies to all classes scheduled through Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 None.

**SECTION 4. PROCEDURE**

- 4.1 Faculty, lab managers, and adjunct faculty must meet all scheduled classes. Unless approved by the appropriate Dean, no permanent change in class location, meeting time, or meeting duration is authorized. The appropriate Dean must be notified of instances where classes will be meeting at times or locations other than those assigned.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 This procedure does not refer to situations requiring the closing of an entire campus or the institution; please refer to SCP-1435, *Inclement Weather and Emergency Situations*, for this situation.

**SECTION 6. GENERAL PROVISIONS**

- 6.1 Lack of students is never to be considered a reason for canceling class. The instructor must make every effort to conduct a meaningful academic session regardless of the number of students attending.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 Responsibilities for Class Cancellation/Early Dismissal:

- 7.1.1 The first-line responsibility for canceling classes lies with the Program Director. If the Program Director is not available, the appropriate Dean will be contacted. The Program Director will notify the appropriate individuals of any class cancellations.

- 7.1.2 Under no circumstances are individual instructors authorized to cancel any class session. If instances arise which require cancellation of a class session, the options of substitute instruction or make-up sessions should be explored if time allows. If an instructor is not going to meet the class, for any reason, it is the responsibility of the instructor to:
  - 7.1.2.1 Obtain the permission of the appropriate Dean or the permission of the Chief Academic Officer if unable to contact the appropriate individual via the appropriate administrative Associate or Administrative Secretary.
  - 7.1.2.2 If permission to cancel the class is granted, the supervisor or designee will make a good faith effort to notify each student in advance of the class session that class will not be held.
  - 7.1.2.3 Complete a faculty absence form and send it to the appropriate Dean.
- 7.1.3 Early dismissal or shortening of class sessions should occur only in cases of emergency.
- 7.1.4 The appropriate Dean should be contacted as soon as possible should such an emergency occur.
- 7.1.5 It is the responsibility of the appropriate Dean to:
  - 7.1.5.1 Review the request and grant or deny permission.
  - 7.1.5.2 If granted, assure that the appropriate administrative secretary or designee contacts each student.
  - 7.1.5.3 Assure that the class is met by a Southern employee at the proper time to communicate the cancellation to those students not reached earlier.
  - 7.1.5.4 All employees who plan to attend meetings, conferences, and/or workshops requiring changes in their normal teaching schedule must receive approval in advance from their supervisor.

## **SECTION 8. CANCELLATION**

- 8.1 SCP-3551, *Meeting Scheduled Classes*.

## **SECTION 9. REVIEW STATEMENT**

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the Cabinet-level Administrator may recommend to the President's Cabinet that the procedure be amended or repealed.

**Attachments:** None.

**Distribution:** All Southern Employees  
Intranet

**Revision Notes:** February 2012 - The policy, SCP-3551, *Meeting Scheduled Classes*, was rescinded by the Board of Governors to become a unit procedure on February 21, 2012.

November 2020 - Titles were changed to reflect the current organizational structure.

April 2025 – The procedure was updated to reflect title changes.